

UT HEALTH SAN ANTONIO HANDBOOK OF OPERATING PROCEDURES

Chapter 7	Research and Sponsored Programs	Effective:	June 2000
Section 7.1	Office of Sponsored Programs	Revised:	November 2016
Policy 7.1.1	Policies and Procedures	Responsibility:	Vice President and Chief Financial Officer

POLICIES AND PROCEDURES

General Statement

UT Health San Antonio requires all extramural activities conducted by its employees and students to be carried out with the highest ethical standards. Employees and students who engage in sponsored program activities must adhere to all federal, state and local statutes and regulations; to the University of Texas System Board of Regents' *Rules and Regulations*; and to the UT Health San Antonio's policies, regardless of whether the sponsored program is conducted on the University's campuses or at an external facility.

All proposals for sponsored programs must meet all policy and procedural standards. All awards for sponsored programs are made directly to UT Health San Antonio. The "Principal Investigator" shall encompass the terms Principal Investigator, Project Director, Program Director, and similar titles, and shall mean a single individual who, in the event of an award from an external funding sponsor, shall have the full and final responsibility for the conduct of the project as proposed. Employees eligible to be Principal Investigators must hold a salaried appointment position at UT Health San Antonio. There is not a minimum appointment percentage or position title required; the only requirement is that the individual must have a paid appointment for which UT Health San Antonio directly pays. The only exception is for Adjoint faculty appointments where a memorandum of understanding has been executed with the partnership organization as outlined in [Section 3.1.1](#) "Academic Titles" in the *Handbook of Operating Procedures* (HOP).

All employees associated with a sponsored program activity, particularly the Principal Investigator, are required to be familiar with all of the relevant policies in the [Handbook of Operating Procedures](#) and also the [Office of Sponsored Programs Policies and Procedures Manual for Sponsored Programs](#).

Office of Sponsored Programs

The Office of Sponsored Programs (OSP) is the central point of coordination for all sponsored awards and UT Health San Antonio's representative for grants, contracts and other agreements from government and private sponsors including private industry.

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The OSP is responsible for:

- reviewing and approving institutional proposals;
- negotiating and reviewing award agreements;
- establishing appropriate projects;
- preparing and monitoring sub awards;
- advising on post-award business and financial matters;
- preparing accurate and complete financial reports; and,
- closing projects.

In addition, only the OSP is authorized to execute sponsored award agreements/contracts. Principal Investigators, Chairs and/or Directors do not have such authorization or authority. The OSP is responsible for enforcing costing and other administrative policies of UT Health San Antonio and its extramural sponsors.

Policies and Procedures

For information on sponsored program policies and procedures, please refer to the [Office of Sponsored Programs Policies and Procedures Manual for Sponsored Programs](#). The purpose of this manual is to provide assistance, guidance and procedures to faculty and staff who are involved in the preparation of proposals and in the administration of awards from extramural sponsors.
